

Contract Conversion from Procurement Desktop (PD) to eMARS



Prepared for
**Commonwealth
of Kentucky
eMARS Project**

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Contract Conversion from PD to eMARS

To begin the eMARS system with as accurate information as possible, all users are encouraged to close as many open encumbrances as possible in PD. Users are also encouraged to initiate as many new-year contracts as possible in eMARS after May 15.

Conversion of PD contractual documents is a monumental task. The eMARS project team has taken every effort possible to successfully convert all documents, but that is not entirely possible due to the change in document codes and functionality of those documents. Your patience is requested through this process.

I. Non-Encumbered Document Conversion

CMA in PD to MA in eMARS

Active, current CMA documents in PD will be converted to the extent that they will result in usable and complete documents in eMARS.

- CMA PD documents with an expiration date greater than June 29, 2006 will be converted to eMARS Master Agreements with a line type of Catalog. These will be converted the week of June 20, but will remain active in PD through July 3 for regular FY2006 orders and payments through July 6, because there is no limit to their use, and the usage to date is not an issue in the conversion calculations.
- Expired CMA's will not be converted regardless of number of renewal periods remaining. Please ensure that all CMA's are renewed if appropriate prior to June 20, 2006.

MA in PD to MA in eMARS

Active, current MA documents in PD will be converted to MA documents in eMARS if they contain an expiration date after June 29, 2006 and meet one of the following criteria:

- a) It is one of the following subtypes:
 - RG MA-Revenue Generating/Fixed
 - RGM MA Mod-Rev Generating/Fixed
 - FL MA-Fluctuating Price
 - FPM MA Mod-Fluctuating Price
 - STD MA-Standard Fixed Price
 - STM MA Mod-Std Fixed Price
 - LMA MA-Std Fixed Price w/lines
 - LMM MA Mod-Std/Fixed Price w/lines
 - CN1 MA-Constr/Fixed/Capped (C&A Use Only)
 - CN2 MA Mod-Constr/Fixed/Capped
 - CN3 MA-Constr/Bldg Maint/Fixed
 - CN4 MA Mod-Constr/Bldg Maint/Fixed
 - RG1 MA-Rev Generating/Fluctuating
 - RG2 MA Mod-Rev Generating/Fluctuating
- b) It is owned by the Finance and Administration Cabinet or Transportation Cabinet AND has one of the following subtypes:
 - SMA MA-Special Authority Fixed
 - SMM MA Mod-Spec Auth Fixed
 - SAL MA-Spec Auth/Fixed w/lines
 - SAW MA Mod-Spec Auth/Fixed w/lines

These contracts will be converted the week of June 20, but will remain active in PD through July 3 for regular FY2006 orders and payments through July 6, because there is no limit to their use, and the usage to date is not an issue in the conversion calculations.

MA in PD to PO2 in eMARS

Active, current MA documents in PD will be converted to PO2 documents in eMARS if they contain an expiration date after June 29, 2006 and meet all the following criteria:

- a) It has a *Not To Exceed Amount* established in the PD document header
- b) The line amount on all commodity lines is able to be calculated, i.e. it contains both a quantity and unit cost OR a miscellaneous amount.
- c) The remaining balance on the total of the commodity lines is greater than \$999.99. (Open balance is calculated by subtracting the sum of expenditures for each line from the commodity line amount.)
- d) It is one of the following subtypes:
 - o MIM MA-Internal/Fixed
 - o SMA MA-Special Authority Fixed
 - o SMM MA Mod-Spec Auth Fixed
 - o PS5 MA-Universities/Capped
 - o PS6 MA Mod-Universities/Capped
 - o SAL MA-Spec Auth/Fixed w/lines
 - o SAW MA Mod-Spec Auth/Fixed w/lines
 - o MAN MA-MAN Std (EPPC Use Only)/Fixed
 - o MNM MA Mod-MAN Std(EPPC Use Only)Fixed
 - o MNI MA-MAN-Internal (EPPC Use Only)/Fixed
 - o MMN MA Mod-MAN Internal(EPPC Use Only)Fixed
 - o NP1 MA-NP Small Purch/Fixed/Capped
 - o NP2 MA Mod-NP Small Purch/Fixed Capped
 - o NP3 MA-NP Small Purch/Fixed w/lines/Capped
 - o NP4 MA Mod-NP Small Purch Fixed w/lines/Cap
 - o EX1 MA-Internal LRC Exempt/Fixed/Capped
 - o EX2 MA Mod-Internal LRC Exempt/Fixed/Cap
 - o EX3 MA-External LRC Exempt/Fixed/Capped
 - o EX4 MA Mod-External LRC Exempt/Fixed/Capped

This PO2 will be established with a non-encumbering event type (PR07). If funding exists on the MA document being converted, it will be brought over. If no funding exists on the MA document, the Chart of Account elements will be left blank. This conversion is intended to capture all decentralized agency-created Master Agreements for non-professional services, special authority, or Government Contract Review Committee exempt awards which have been delegated to the agency to procure.

These will be converted beginning Friday, June 23. **There will be NO ACTIVITY permitted on the Master Agreement Documents in PD after this conversion begins.** This is necessary to accurately convert the open balance. The Master Agreements and their associated open Delivery Orders will be cancelled as of June 23. All payments referencing these MA documents will have to be made either prior to that date or when payment processing is permitted in eMARS on July 1.

NOTE: The converted amount for those contracts being converted will be equal to the commodity line total less the payments for each line, regardless of the *Not To Exceed Amount* on the Document Header, e.g. If the document *Not To Exceed Amount* is set to \$100,000, and the commodity line 1 is established for \$10,000 and has had \$2,000 expended to date, and commodity line 2 is established for \$5,000 and has had \$1,000 expended to date, the new PO2 will be established with open balances of \$8,000 for line 1 and \$4,000 for line 2.

MA in PD to PON2 in eMARS

Active, current MA documents in PD will be converted to PON2 documents in eMARS if they contain an expiration date after June 29, 2006 and meet all the following criteria:

- a) It has a *Not To Exceed Amount* established in the PD document header
- b) The line amount on all commodity lines is able to be calculated, i.e. it contains both a quantity and unit cost OR a miscellaneous amount.
- c) The remaining balance on the total of the commodity lines is greater than \$999.99. (Open balance is calculated by subtracting the sum of expenditures for each line from the commodity line amount.)
- d) It is one of the following subtypes:
 - o PSM MA-PSC Std Fixed/Capped
 - o MMA MA-MOA-Standard/Fixed/Capped
 - o PMM MA Mod-PSC-Std/Fixed/Capped
 - o MOM MA Mod-MOA Standard/Fixed/Capped
 - o GA MA-Grant Agreement/Fixed/Capped
 - o GAM MA Mod-Grant Agreement/Fixed/Cap
 - o MII MA-MOA-Internal/Fixed
 - o MIC MA Mod-MOA Internal/Fixed
 - o AE MA-Architectural/Eng/Fluct/Capped
 - o AEM MA Mod-Architectural/Eng/Fluct/Cap
 - o PSF MA-MOA-Contingency Fee/Fluct
 - o PSL MA Mod-MOA-Contingency/Fluct
 - o PS1 MA-PSC-Legal/Fixed/Capped
 - o PS2 MA Mod-PSC Legal/Fixed/Capped
 - o PS3 MA-PSC-Contingency Fee/Fluct
 - o PS4 MA Mod-PSC-Contingency Fee/Fluct
 - o PS7 MA-PSC Fluctuating
 - o PS8 MA Mod-PSC/Fluctuating
 - o GI MA-Grant Agreement/Internal/Fixed/Capped
 - o GIM MA Mod-Grant Agreement/Internal/FixedCap
 - o PSA MA-PSC-Legal-Contingency Fee
 - o PSB MA Mod-PSC-Legal-Contingency Fee

This conversion is intended to capture all decentralized agency-created Master Agreements for Personal Service Contracts and Memoranda of Agreement awards that require a Proof of Necessity Document.

These will be converted beginning Friday, June 23. **There will be NO ACTIVITY permitted on the Master Agreement Documents in PD after this conversion begins.** This is necessary to accurately convert the open balance. The Master Agreements and their associated open Delivery Orders will be cancelled as of June 23. All payments referencing these MA documents will have to be made either prior to that date or when processing is permitted in eMARS on July 1.

NOTE: Documents that expire on June 30, 2006 WILL BE CONVERTED to allow for final payment to occur in eMARS.

II. Encumbered Document Conversion

DO and CDO in PD to DO in eMARS

Active, current DOR, CDO, DOM and CDM documents in PD will be converted to Delivery Orders in eMARS if they meet all the following criteria:

- a) The open balance is greater than \$999.99
- b) It does not reference a Master Agreement that has been converted to a PO2 or PON2 as detailed above
- c) It references a Master Agreement or Catalog Master Agreement that has been converted to a Master Agreement as detailed above.

Contracts will be closed in PD after close of business on July 3, 2006, and available for payment in eMARS on July 10, 2006. All encumbered documents will encumber funds in eMARS with an event type of PR05.

CT in PD to CT2 in eMARS

Active, current, encumbered Contracts (CNT, CNM) will be converted to a CT2 in eMARS if they meet all the following criteria:

- a) They will have a department code of 610, 758, 785, or 025 which are Finance, Transportation, or AOC created awards for other user agencies
- b) The open balance is greater than \$999.99
- c) The subtype is NOT one of the following:
 - o CNP Contract-PSC-Standard
 - o CNM Contract-MOA External
 - o CMP Contract Mod-PSC-Standard
 - o CMM Contract Mod-MOA External
 - o CPL Contract-PSC-Legal
 - o PLM Contract Mod-PSC-Legal
 - o MOA Contract-MOA-Internal
 - o MOI Contract Mod-MOA-Internal
 - o GR Contract-Grant Agreement
 - o GRM Contract Mod-Grant Agreement.

Contracts will be closed in PD after close of business on July 3, 2006, and available for payment in eMARS on July 10, 2006. All encumbered documents will encumber funds in eMARS with an event type of PR05.

CT in PD to PO2 in eMARS

Active, current, encumbered Contracts (CNT, CNM) will be converted to a PO2 if they meet all the following criteria:

- a) They will have a department code of anything other than 610, 758, 785, or 025
- b) The open balance is greater than \$999.99
- c) The subtype is NOT one of the following:
 - o CNP Contract-PSC-Standard
 - o CNM Contract-MOA External
 - o CMP Contract Mod-PSC-Standard
 - o CMM Contract Mod-MOA External
 - o CPL Contract-PSC-Legal
 - o PLM Contract Mod-PSC-Legal
 - o MOA Contract-MOA-Internal
 - o MOI Contract Mod-MOA-Internal
 - o GR Contract-Grant Agreement
 - o GRM Contract Mod-Grant Agreement.



Contracts will be closed in PD after close of business on July 3, 2006, and available for payment in eMARS on July 10, 2006. All encumbered documents will encumber funds in eMARS with an event type of PR05.

CT in PD to PON2 in eMARS

Active, current, encumbered Contracts (CNT, CNM) will be converted to a PON2 if they meet all the following criteria:

- a) The open balance is greater than \$999.99
- b) The subtype is one of the following:
 - o CNP Contract-PSC-Standard
 - o CNM Contract-MOA External
 - o CMP Contract Mod-PSC-Standard
 - o CMM Contract Mod-MOA External
 - o CPL Contract-PSC-Legal
 - o PLM Contract Mod-PSC-Legal
 - o MOA Contract-MOA-Internal
 - o MOI Contract Mod-MOA-Internal
 - o GR Contract-Grant Agreement
 - o GRM Contract Mod-Grant Agreement.

Contracts will be closed in PD after close of business on July ,3 2006, and available for payment in eMARS on July 10, 2006. All encumbered documents will encumber funds in eMARS with an event type of PR05.